



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Objects on Loan (IT 0040)

Business Area	Personnel Area	Effective Date (MM/DD/YY)
Employee Name (Last, First, Middle)		Personnel Number
Agency Name		

Object on Loan

Object on Loan	Quantity	Asset Number
Comments		
<input type="checkbox"/> Object Returned	Delimit Date (MM/DD/YY)	

Object on Loan

Object on Loan	Quantity	Asset Number
Comments		
<input type="checkbox"/> Object Returned	Delimit Date (MM/DD/YY)	

Object on Loan

Object on Loan	Quantity	Asset Number
Comments		
<input type="checkbox"/> Object Returned	Delimit Date (MM/DD/YY)	

Employee Signature	Date (MM/DD/YY)	Telephone
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Authorization

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority	Date MM/DD/YY
	Approving Authority	Date MM/DD/YY